

Exhibit C
Example - 30 Day Late Letter

DATE

Name
Address

Dear:

This letter is to remind you that your quarterly claim/quarterly progress report for your SDFSC county grant (TITLE) was due on (date). As of this date, the Department of Alcohol and Drug Programs has not yet received these items.

In order to effectively monitor grant progress, it is imperative that grantees submit reports and claims on a timely basis, and in keeping with the timeframes outlined in the grant agreement.

Please submit the quarterly claim/quarterly progress report as soon as possible and if you have any questions, please contact your county analyst.

Sincerely,

PSD County Analyst